Town of Franklin



Design Review Commission

Tuesday, June 1, 2021
Meeting Minutes

##### Mr. James Bartro called the above-captioned meeting to order this date at 7:03 PM, as a Remote Access Virtual Zoom Meeting. Members in attendance: Chair Mark Fitzgerald, James Bartro, Sam Williams, Gerald Wood, Associate Venkata Sompally. Members absent: Vice Chair Chris Baryluk. Also present: Maxine Kinhart, Administrative Assistant.

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting will be conducted as a Remote/Virtual Design Review Commission meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number, or citizens can participate by using the Zoom link provided on the agenda.

1. **Greco Designs – 28 Main Street-** Install Belt Sign

Mr. Cam Afonso of Signs by Cam, Inc., representing the applicant, stated this sign is for the pop-up shop. They are requesting approval to install a belt sign going on the building; there is no lighting. He stated that he does not know how long the sign will be up. Mr. Bartro asked if the sign were replaceable. Mr. Afonso stated yes. Each new tenant would get a new sign to go into the slide-in panel. Each time a new tenant came forward, they would return to the Design Review Commission for approval. Mr. Afonso stated that he can send the sign attachment method to Ms. Kinhart tomorrow.

**Motion:** To **Approve** the sign package as submitted with the condition that the attachment method is submitted posthaste. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

**General Matters:**

Chair Fitzgerald discussed the process for a succession plan. Ms. Kinhart reviewed the process for obtaining a new chair; she stated that Chair Fitzgerald would send her an email or announce it now that he would like to step down. He then can preside over the meeting to take nominations for chair until someone is voted to be chair. Chair Fitzgerald noted that Mr. Bartro and Mr. Williams as senior members have the most experience; nominations are needed and then a vote. He confirmed that Mr. Bartro expressed interest in the chair position. Mr. Williams stated that he would be interested in being co-chair.

Chair Fitzgerald announced that he is officially taking nominations for the Chair of the Design Review Commission.

**Motion:** To **Nominate** James Bartro as Chair. Motioned by S. Williams. Seconded by V. Sompally. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

**Approval of Meeting Minutes:**

None.

**Motion** to **Adjourn** by S. Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

Meeting adjourned at 7:20 PM.

Respectfully submitted,

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Judith Lizardi

Recording Secretary